



Alliance Française
Tucson, AZ

POSITION OPENING

EXECUTIVE DIRECTOR - ALLIANCE FRANCAISE de TUCSON
2099 E. River Rd, suite B (at the Junior League), Tucson, AZ 85718

Position Summary:

Reporting to the Board of Directors, the executive director is responsible for the ongoing management of AFT's educational, social and cultural programs. Key objectives include increasing overall membership level and class enrollments.

Hourly position - 15 hours/week September-April; 10 hours/week May- August; additional teaching hours may be available to qualified applicants. Typical daily hours 10am-2pm, 3 days/week; occasional evening /Saturday

Qualifications and skills:

- Bi-lingual French-English (C1 or higher if Anglophone)
- Management, non-profit marketing, communications, or advertising experience
- Experience in education and/or educational administration
- Technological skills including website maintenance and management, use of Smartboard technology, and experience with social media
- Ability to build partnerships and relationships within the community

Alliance Française of Tucson

2099 E. River Rd, suite B
Tucson, 85718
USA
(520) 881-9158

www.aftucson.org
alliancefrançaisetucson@gmail.com

Responsibilities:

- Supervise and manage current French language program of classes and workshops, including curriculum development, teacher recruitment, training, and evaluation
- Evaluate new students for placement in classes at appropriate level
- Propose new curricula, classes and workshops designed to increase enrollments and consistent with CEFR/AF FRAMES guidelines, methodology and standards
- Track enrollments, teacher performance, and student satisfaction
- Plan, organize, advertise, and promote French themed cultural programs, lectures, and social events for membership and the general public
- Represent AFT at the local level by participating in related social, cultural, and educational events
- Develop productive relationships and interchange with the university, local arts, cultural, and social groups that complement AFT's cultural or educational missions
- Maintain and enhance website ensuring that it is always current; use of email and social media to communicate with members and the general public.
- Utilize resources available from the national office of the Alliance Francaise
- Manage AFT office
- Respond to telephone, email, in person inquiries
- Provide welcoming environment for members, teachers and students
- Oversee library

Respond by November 15 to presidentbodaftucson@gmail.com with cover letter and resume.

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